

Required Records for Family Child Care Providers

The following are lists of the documentation that must be at your home for review by your Licensor. You may want to copy the provider and child record charts and attach it to the front of each provider and child's file.

GENERAL PROVIDER RECORDS
<input type="checkbox"/> Documentation of the previous year's quarterly fire drills and annual disaster drill
<input type="checkbox"/> Current animal vaccination records, if applicable
<input type="checkbox"/> A record of child attendance for at least the past six weeks (for Licensed providers, this must include sign-in and sign-out sheets)
<input type="checkbox"/> Any current variances granted by the Department
<input type="checkbox"/> The initial background screening form for everyone who was new as of 9/1/08
<input type="checkbox"/> Your most recent Request for Annual Renewal of CBS/MIS Criminal History Information for Child Care
<input type="checkbox"/> Your most recent Disclosure & Consent Statement for CBS/MIS Background Screening
<input type="checkbox"/> Your written policies and procedures (Licensed family providers only)
<input type="checkbox"/> Your written emergency and disaster plan, updated yearly (Licensed family providers only)

CHILDREN'S RECORDS
<input type="checkbox"/> Admission From (including, name; date of birth; date of enrollment; the parent's name, address, and phone number; the names of people authorized by the parent to pick up the child; the name, address and phone number of a person to be contacted in the event of an emergency; child health information; and current emergency medical treatment and emergency medical transportation releases)
<input type="checkbox"/> Health assessment (updated yearly)
<input type="checkbox"/> Current immunization record or documentation of a legally valid exemption
<input type="checkbox"/> Transportation permission form (if the provider transports children)
<input type="checkbox"/> Medication Permission & Administration Form (minimum of six weeks)
<input type="checkbox"/> Accident / Incident / Injury Reports, minimum of six weeks (Licensed family providers only)

PROVIDER RECORDS
<input type="checkbox"/> Results of initial TB screening
<input type="checkbox"/> Approved Initial CBS/MIS Consent and Release of Liability for Child Care Form, for all new providers as of 9/1/08
<input type="checkbox"/> Documentation of orientation training
<input type="checkbox"/> Documentation of annual training
<input type="checkbox"/> Current First Aid and CPR Certification (if applicable)

This form is provided for technical assistance purposes only.
Providers may use this form if they choose, but are **not** required to use this form.